



Federal Executive Board of Minnesota Annual Accomplishments Report Fiscal Year 2006

Vision: To become a premier and valued asset to the Federal agencies and personnel within the State of Minnesota and the contiguous states.

Mission: Federal Executive Boards are catalysts for developing partnerships to coordinate intergovernmental cooperation to advance local and national initiatives.

TOP FIVE FEB MINNESOTA ACTIVITIES IN FY2006

1. Homeland Security Activities and One Large Scale Pandemic Flu Tabletop Exercises
 2. Training programs and Diversity/EEO programming
 3. FEB Minnesota student internship program
 4. 7th Annual Government On Display Exposition at Mall Of America
 5. 29th Annual Minnesota Federal Civil Servant of the Year Luncheon
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FEB MN Action by Mission Goals

1. Coordinate Interagency Emergency Preparedness and Homeland Security Issues
 2. Coordinate Interagency Human Resource Readiness Issues
 3. Create and Advance Local Initiatives
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Goal #1. Coordinate Interagency Emergency Preparedness and Homeland Security Issues

Homeland Security

- Federal Executive Board of Minnesota (FEB MN) Sponsored major interagency Homeland Security Briefings: by the FBI, National Communications System, DHS TSA-Federal Air Marshal Service; Minnesota Departments of Public Safety and Health, Secret Service, FEMA, Federal Protection Service, State/County Emergency Management Directors, Department of Defense. Noteworthy Accomplishments:
 - 12/05/05 – FEB Homeland Security/Emergency Preparedness Seminar, subjects included: H5N1 & Pandemic Flu; London Subway/Bus Bombings – Lessons Learned; 55th Civil Support Team; NCS-Wireless Priority/GETS.

- 2/7-2/8/06 – Continuity Of Operations Program (COOP) for Senior Managers (FEMA Class) – FEMA & GSA instructing
- 2/9/06 – Steadfast Response II (Pandemic Influenza) Tabletop (more below)
- 12/15-16/06 – National Weather Service Skywarn Train-The-Trainers Training
- 4/25/06 - The Interagency Emergency Preparedness Council met in the FEB Conference room on current threats and preparedness issues. The FEB Interagency Emergency Preparedness Council: makes consistent policy among Federal agencies and coordinates with Minnesota State agencies. Had briefing from Steve Wilds, Region 3 Migratory Birds Manager, DOI-U.S. Fish & Wildlife Service, on current spread of H5N1 High Path Avian Influenza.
- 4/27/06 – U.S. Secret Service Terrorism Seminar
- 8/16/06 – COOP Planning Seminar – Segments included: Pan Flu, weather issues and COOP taught by GSA, FEMA, NWS.
- Director Morris was asked to speak at numerous conferences on the success/lessons learned from FEB Minnesota conferences on Pandemic Influenza.
 - Morris spoke to the National Interagency COOP Working Group in Washington, D.C. on the lessons learned from the Steadfast Response II Tabletop Exercise on July 6, 2006.
 - Morris spoke to the Association of Food & Drug Officials of the Southeast States (AFDOSS) annual conference in Gatlinburg, TN on the lessons learned in Agency Pandemic Preparedness and our tabletop exercises.
- The FEB continues to refine relations with all appropriate Federal agencies working in Homeland Security issues and Emergency Preparedness.
- The FEB held a successful test of the Homeland Security Information Network - Critical Infrastructure (HSIN-CI) communications program on 7/26/06. Several test messages were sent to all agencies using this redundant DHS system's communication network.
- Director Morris was invited and attended the first Air Force National Security Forum Alumni program in San Antonio, TX over 1/18-20/06. The small group was exposed to national experts in the issues and conversed frankly with 4 AF General Officers in our group.
- Assistant Director Mulvihill attended a DHS Train-The-Trainer "Determined Accord" Pandemic Influenza Tabletop Program in Washington, DC on August 22.
- The FEB continued to work with the Minnesota Department of Health - Emergency Preparedness Division on priority prophylaxis treatment for key Federal employees in the event of a terror attack or pandemic infection of the population.
- The FEB Intergovernmental Emergency Preparedness Council leadership continues with Department of Homeland Security - Transportation Security Administration as lead Federal agency - Ongoing.
- On May 2, the FEB assisted the Canadian Consulate General of Minneapolis to have key Minnesota Federal agencies attend a presentation on the recent US/Canada Military/Emergency Preparedness agreement. The FEB also attended the meeting.
- The May 10, Federal Executive Board Policy Board meeting was held in the Minnesota State Emergency Operations Center in Saint Paul. A tour of the EOC concluded the meeting.
- The FEB continues as a secure member of the FBI and National Infrastructure Protection Center (NIPC) Infraguard program. Attended many monthly general meetings

in FY06.

- The State of Minnesota Division of Homeland Security and Emergency Management includes a report on FEB Minnesota's emergency management activities in their monthly metropolitan newsletter that goes out to all State and Local government agencies in the metro region. The FEB Director and Assistant Director met on numerous occasions with Minnesota Division of Homeland Security and Emergency Management, Kris Eide on mutual issues and emergency preparedness concerns. Ongoing.
- The FEB website has continues to enhance a special homeland security segment on FEB web www.doi.gov/febtc dedicated to homeland security with links, information and other resources.
- The FEB forwards regular statewide emails and faxes to Federal agencies on the latest information from the White House Office of Homeland Security / Department of Homeland Security and the ICEFISHX <http://www.icefishx.org> Statewide information sharing network with some classified at the Law Enforcement Sensitive level.
- FEB plays an active role in the Association of Minnesota Emergency Managers. Director Morris continues on the AMEM board of directors as Federal Agency Liaison, a newly created partnership with the organization. The FEB assisted AMEM with several instructors for their 46th Annual training/workshop program in 9/17-17/06. FEB Director Morris and Assistant Director Mulvihill presented a segment on lessons learned from the Steadfast Response II Tabletop exercise on Pandemic Influenza.
- FEB continues in an active role in the Metropolitan (Twin Cities) Emergency Managers Association (MEMA) organization and reported on FEB training opportunities for state and local EMA managers.
- Director Morris and other members of the Interagency Emergency Preparedness Council attended the Minnesota Terrorism Symposium in Brooklyn Park, MN on November 15-16, 2005.
- FEB Minnesota successfully lobbied the National Communications System for FEBs to become Federal Points Of Contact (POCs) for the Government Emergency Telecommunications System and Wireless Priority Service (GETS/WPS). FEB Minnesota assisted several Minnesota Federal agencies obtain GETS/WPS for their senior staff.
- FEB Intern Alice Grise attended the Minnesota Governor's Emergency Managers Conference in Bloomington, MN. 3/06. Morris and Mulvihill were at the FEB Directors meeting in Portland.
- The FEB transmitted many different materials to agencies via email including but not limited to the following items: H5N1 Avian Influenza. COOP Fill in the blanks templates; templates for preparedness resources to distribute to offices/personnel; mental health resources; etc.
- The FEB continued to distribute to agencies an updated self-booting CD-ROM based Homeland Security - Emergency Preparedness resource diskette including streaming videos, handbooks, guidelines, medical approaches and resources from many Federal, State and Local government agencies and non-profit preparedness materials from the Red Cross and like organizations. Over 600 MB of updated materials are on each diskette.
- FEB staff also maintains fully functioning offices in their residences and regularly tests teleworking from those locations.
- FEB Minnesota received an audit of our Emergency Preparedness capabilities from two investigators from the General Accountability Office (GAO) on 6/13-14/06. The GAO is assessing the capabilities of the FEB system for emergency preparedness and its

potential role in responding to a pandemic influenza outbreak.

Goal #2. Coordinate Interagency Human Resources Readiness

- FEB Minnesota Succession Planning and Leadership Development Initiative - ongoing
 - Negotiated partnerships with local Universities for management training
 - University of Minnesota, Humphrey Institute of Public Affairs - seminars, Humphrey Forum Fellows, special intergovernmental meetings including a briefing on the results and findings from leading national speakers
 - Many agencies at the January 2006 Government On Display Exposition at Mall Of America did recruitment for vacant positions.
- FEB Interagency Personnel Council
 - Met periodically throughout the year to discuss OPM issues; the President's Management Agenda; "Getting to Green" initiatives of the OMB and OPM.
- Created in FY05, the FEB Interagency Employee Development Council continues to expand and develop.
 - The group is an interagency diverse group of young, emerging leaders who meet to plan strategy for ensuring a smooth transition to the new generation. Council co-chairs also sit on the FEB Policy Board (Executive Committee) to represent the general interests of emerging Federal leaders to the senior leadership.
- The FEB continued to expand and develop our intern program in FY2006. To meet this end we worked with several universities on internships and career opportunities for their college students and graduates.
 - The FEB participated in the MN CUCSA 2nd Annual Government Job and Internship Fair held at University of Minnesota in October 2005. The FEB successfully recruited 15 interns for the Fall, Spring and Summer terms.
 - The FEB also participated in a February 2006 University of Minnesota, Humphrey Institute for Public Policy Career and Intern fair and successfully recruited 6 interns for the Spring and Summer terms.
 - **An estimated total of 2.21 work years of time were donated by FEB interns that at a GS-5/1 salary and 10% additional benefits would equate to \$71,850 worth of direct work/service to the FEB and Federal community.**
- FEB Interagency Training Council
 - Offers a wide range of classes (benefits, personnel, IDP, etc.) in conjunction with the Minnesota Cooperative Administrative Support Unit (CASU) and with the VA Debt Management Center after the CASU was dissolved.
 - A total of 7 Pre-Retirement classes were held and 4 FERS Mid-Career programs were conducted. Nearly 700 Federal employees were trained in these sessions
 - Saves thousands of agency dollars due to economies of scale (all MN Federal Government)
 - Held in conjunction with the FAA the 5th Annual Federal Employee Education Fair with Colleges and Universities. Over 20 Colleges and over 300 Federal employees attended the event.
- Meetings were held with new Federal agency heads and Director Morris and Assistant Director Mulvihill held a meeting with Federal officials in Rochester, MN in Greater Minnesota.
- FEB Interagency Diversity Council
 - Develops and frames consistent Diversity/EEO policy among all Minnesota

Federal agencies

- Developed and executed a large, day long training program: Federal Diversity Day “A New Beginning” attended by 260 employees from over 70 agencies - 5/23/06
 - Morris presented a Multi-generational Workplace program for over 50 VA Regional Office managers and supervisors on 11/15/05 and again for Federal Diversity Day and later to DOI Fish and Wildlife Service Region III managers and supervisors on July 18, 2006.
- Developed and executed a Special Emphasis Program Managers (SEPM) training program attended by 50 Federal SEPMs - 10/11/05
- Conducted special drives for special needs people/groups/organizations
 - Cell Phone Drive for Battered Women
 - Eyeglasses Drive for needy people (in cooperation with Lions Clubs)
 - School Supply Drive for needy children/schools
 - Food drive during the Martin Luther King holiday period
 - Professional clothing drive for needy men/women
- Sponsored 29th Annual Minnesota Federal Employee Awards Program - 5/06/05
 - Over 110 employees honored with 5 outstanding (record number of awardees)
 - Attended by 580 employees from all over state
 - Attended by U.S. Congressional Offices who assisted with awards process on April 20.
- Federal Employee Health Benefit Program (FEHB)
 - Organized 20 FEHB Health Fairs throughout the state - 11/05-12/05
 - Coordinate visits by Health Insurance Agencies
- Thrift Savings Program (TSP) Seminars
 - The FEB coordinated three special TSP training programs with a trainer from the Thrift Savings Board in Washington, DC.
 - The August 29-30, 2006 sessions were attended by 600 Federal employees
- The FEB in conjunction with the U.S. Army Corps of Engineers held a FEB Full Board meeting on the USACE Motor Vessel Mississippi on August 11, 2006. This was an excellent breakfast meeting attended by over 70 agency heads and Minnesota U.S. Congressional offices. The MV Mississippi traveled from Hastings, MN to Saint Paul, MN on the Mississippi River. Many thanks to the Corps!
- FEB Minnesota contributed to numerous Federal Times articles in FY06.
- FEB Minnesota contributed to numerous Government Executive Magazine articles in FY06
- Director Morris and Assistant Director Mulvihill attended the FEB Directors meeting in Portland, OR 3/14-17/06 and the FEB National Conference in Washington, D.C. 7/25-27/06.
- FEB MN assists agency morale programs by negotiating and offering discount programs to Minnesota professional sporting and other events including: MLB Minnesota Twins Baseball; NFL Minnesota Vikings Football; NHL Minnesota Wild Hockey; NBA Minnesota Timberwolves and WNBA Minnesota Lynx; St. Paul Saints Minor League Baseball Team; University of Minnesota Football; numerous music/events/shows at Excel Energy Center in St. Paul.
- Ms. Tiffany Mulvihill, an OPM DC Presidential Management Fellow (PMF) transferred to the FEB for a 6 month rotation assignment on 1/23/06.
 - Ms. Mulvihill was transferred from OPM to a DOI PMF and placed in the

- permanent, full time, FEB Assistant position on April 16, 2006.
 - Ms. Mulvihill graduated from the DOI PMF program and was converted into the newly redescribed FEB Minnesota Assistant Director position on August 27, 2006
- The FEB Intergovernmental Small and Disadvantaged Business Opportunity Council (SADBOC) - ongoing
 - Provides forum to share upcoming contracting opportunities for 8A & SDBs among Federal, State and Local Government agencies and non-profit agencies which help SDBs
 - Hosted a Government Procurement Fair in Brooklyn Park, MN - 11/09/05
 - Drew 600+ people and provided 20 specialized seminars on contracting opportunities within the government. There is a major trade fair in addition to the educational sessions which are taught by Federal State and Local government agency representatives.
- FEB assistance to the GSA Office of Governmentwide Policy on travel issues.
 - Provided assistance and communication to local hotels, motels and convention and visitor bureaus regarding questions on the new GSA Premier Lodging program called "Fedrooms." The FEB filed a successful appeal to GSA for a rate adjustment for the Eagan, MN area in the south metro - FY06.
- Active FEB Participation in the Northern Lights (MN) Chapter of the Society of Government Meeting Professionals - All FY06
 - Forum between contractors (hotels, restaurants, convention and visitor bureaus) and government meeting professionals
 - Assistant Director Tiffany Mulvihill is the FEB representative to the organization. Director Morris also is a member of the organization
- FEB is a member of the St. Paul Chamber of Commerce
 - Developed special pricing for Federal agency membership
 - Enhance business/government cooperation

Improved Financial Performance

- FEB Policy Board (Executive Committee) Retreat in Red Wing, MN - 10/26-27/05
 - Annual strategic planning session which benefits all agency performance and "bottom line"
- The FEB used and enhanced our web based online registration program for all major FEB events during Fiscal Year 2006. This program was created by the VA Information Technology department and saved the FEB and government at least \$10,000 annually. Credit cards are taken online using the secure financial services of Verisign. Registrants receive automated emails confirming their registration, something that was not done in the past.
- FEB completed a successful fiscal practices audit by the Internal Revenue Service - 7/06
- FEB Interagency Shared Neutrals Council (Alternative Dispute Resolution) - Ongoing
 - Mediates most difficult cases - 6 cases in FY 06
 - Very cost effective (e.g. little or no cost to agencies)
 - Statewide in scope
- **Administers Combined Federal Campaign of Greater Minnesota -**
 - **FY06 \$1,117,387 (up - 17% from FY05, \$947,098)- 59th largest in country)** collected for charity 10/05 - ongoing
 - Oversees Local Federal Coordinating Committee
 - Recruits Federal volunteers. Recruited adequate number of Community Liaison

- (Loaned Executive) positions for the Fall 2005 campaign.
 - Director Morris national workshop speaker at CFC Workshop in Ft. Lauderdale, FL 3/06
 - Early in 2006 the Greater Minnesota LFCC merged with counties in North and South Dakota. The name was redescribed as the Greater Minnesota/Dakotas CFC.
 - FEB was an active member of the Minnesota Cooperative Administrative Support Unit (CASU). Director Morris was elected chair of the local CASU Board of Directors. The Minnesota CASU decided to disband in FY06 and distributed any additional funds to all participating agencies through a rebate on the cost-for-copy contract.
 - FEB Minnesota submitted two National CFC Hero Awards winner this year and received honorable mention certificates, one for the CFC LFCC and another to Mary Boyd, IRS St. Paul, for the IRS implementation of our online giving program. Morris was on the national awards committee but recused himself from this decision.
- The FEB expanded use of a FEB Minnesota web based online registration program for all major FEB events during Fiscal Year 2006. This program was created by the VA Information Technology department and saved the FEB and government at least \$10,000 annually. Credit cards are taken online using the secure financial services of Verisign. Registrants receive automated emails confirming their registration, something that was not done in the past.
- The FEB completely revamped all agency records in concert with the DHS Homeland Security Information Network - Critical Infrastructure communications program. Several test messages were sent to all agencies using this redundant system's communication network. This enhanced notification system to more than 800 contacts in over 200 locations statewide - ongoing
- The FEB website was revised and kept to current web standards by an intern this FY and periodically updated and meets Section 508 standards and has diverse segments on Homeland Security - ongoing
- The FEB continued to distribute to agencies an constantly updated self-booting CD-ROM on FEB activities, councils, bylaws, a complete on-disk version of the FEB web and interactive one click links to other important management resources like Results.Gov for Federal managers. This electronic business card replaces many handouts that the FEB had and the cost of each card is approximately 20 cents each.
- The FEB continued to update and distribute to agencies a second self-booting CD-ROM based Homeland Security - Emergency Preparedness resource diskette including streaming videos, handbooks, guidelines, medical approaches and resources from many Federal, State and Local government agencies and non-profit preparedness materials from the Red Cross and like organizations. Over 600 MB of materials are on each diskette.
- The FEB had to cease internet use to offline DOI units due to changes in DOI, Fish and Wildlife information technology policies. This decision affected DOI units in the Whipple Federal building affected by the Native American Trust Fund Court Injunction: Bureau of Indian Affairs Regional Office; DOI Hearings and Appeals Office. We received 5 relatively new desktop computers from USDA.
- ***Please refer to previous goals which contain many intergovernmental and community outreach activities that reach those objectives too.***

- Morris had meetings on mutual issues with Canadian Consul General Kim Butler and many with Robert Pengally of the Canadian Consulate in Minneapolis in FY2006.
- The FEB was a chief sponsor of the Federal Employee Habitat for Humanity Project. Federal employees assisted this year with Habitat for Humanity build project in the Twin Cities during the summer of 2006.
- FEB assistance to the GSA Office of Governmentwide Policy on travel issues.
 - Provided assistance and communication to local hotels, motels and convention and visitor bureaus regarding questions on the new GSA Premier Lodging program called "Fedrooms" for the Minneapolis/St. Paul metropolitan area - All FY06.

Goal # 3. Create and Advance Local Initiatives

- **Seventh Annual Government On Display at Mall Of America:**
 - The FEB again hosted a huge Federal and State Government fair at the nation's largest shopping mall - Mall Of America. The 7th Annual Government On Display Exposition (GODE) at Mall Of America was held on January 28-29, 2006. A total of 26 Federal agencies exhibited at the expo, including a large NASA exhibit from the Glenn Research Center in Cleveland, OH. A congressional booth was staffed by all district U.S. Congressional Offices. Over 250,000 visitors attended this year's two-day event. Special program events included:
 - The DHS - Citizenship and Immigration Services bureau held a Naturalization Ceremony conducted by Chief Judge *emeritus* Paul Magnuson who swore in 30 new citizens.
- The FEB maintains active partnerships with the following organizations:
 - St. Paul Chamber of Commerce - ongoing
 - Metropolitan Council - ongoing
 - Association of Minnesota Emergency Managers (AMEM) - ongoing
 - Metropolitan Emergency Managers Association (MEMA) - ongoing
 - Director Morris serves as a Board of Director to this organization in the position of Federal Agency Liaison
 - Society of Government Meeting Professionals, Northern Lights Chapter (MN) - ongoing
 - Federal Executive Associations in North Dakota
 - All Minnesota U.S. Congressional Offices - ongoing
 - Canadian Consulate General in Minneapolis - ongoing
 - Habitat for Humanity - Possible Federal home building program in FY06
 - Numerous Minnesota State Government Agencies including: Department of Public Safety; MN Division of Homeland Security and Emergency Management; Department of Education; Department of Revenue; Department of Natural Resources; Department of Health.
 - American Red Cross Blood Services - North Central Blood Region - ongoing.
 - Morris is Vice Chairman and a member of the Board of Directors of the North Central Blood Region,- ongoing.
 - The FEB sponsored several Red Cross blood drives in Fort Snelling and other locations in the metropolitan area.